



## HEADCORN PARISH COUNCIL

The Parish Office, Headcorn Village Hall, Church Lane, Headcorn, TN27 9NR  
Tel: 01622 892496 Email: clerk@headcornpc.org.uk

### Minutes of the Meeting of Headcorn Parish Council held on Wednesday 12<sup>th</sup> May 2021 at 7:30pm in Long Meadow, Village Hall, Headcorn.

Those in attendance: Cllrs Thomas, Williams, Mather, Davies, Glanfield, Hammond and Thorogood.

Also in attendance: Borough Cllr Round, Bridget Dungey, Caroline James, Lyn Selby, and Tim Thomas.

Clerks: Stefan Christodoulou & Caroline Carmichael.

Assistant Clerk: Susie Barkess.

**1. Election of Chairman and signing Acceptance of Office.**

The Council were asked for nominations for Chair. Cllr Thomas was proposed by Cllr Pyman and seconded by Cllr Mather. There were no other nominations and Cllr Thomas was duly elected.

**2. Councillors to sign Acceptance of Office.**

All Cllrs present sign the Acceptance of Office book.

**3. Election of Vice-Chairman.**

The Council were asked for nominations for Vice-Chair. Cllr Thorogood was proposed by Cllr Thomas and seconded by Cllr Davies. There were no other nominations and Cllr Thorogood was duly elected.

**4.**

- a. **Apologies for absence:** Were received and accepted from Cllr Pyman
- b. **To seek notification on whether anyone intends to film, photograph, or record any items of this meeting:** There were none recorded.
- c. **Declaration of changes to the register of interests:** There were none recorded.
- d. **Declaration of Pecuniary Interest or other interests as defined by the Kent Code of Conduct and the Localism Act 2011 on any items on the Agenda:** There were none recorded.
- e. **Requests for Dispensations:** There were none recorded.
- f. **Declarations of Lobbying:** There were none recorded.

**5. Address by the Chair.**

Cllr Thomas opened his tenure as Chair by firstly welcoming all the new councillors. He emphasized that all new and current Councillors should feel free to explore interest in the Parish and encourage fellow Councillors, to take responsibility for themselves with regards to their conduct and their commitment to reading all the pertinent materials and emails provided by the Clerk with respect to, Correspondence, agenda issues, projects and especially before each meeting.



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This should give us more time during meeting to transact all agenda items without hurrying and give more thought to the items/issues on the agenda. It will also help the Council to work as a team more efficiently and for a more equal division of labour between them so that more can be accomplished.

Cllr Thomas then gave thanks to our outgoing Councillors: -

**Caroline James:** She has been on the Council for 9 years and been Chairman of Open Spaces. She has led by example in a quiet and unassuming and professional way.

**Bridget Dungey** – Has been on the Council for 22 years which included some years as Vice Chairman. She is a person who can solve problems and give advice to get things done. Sterling stuff. Thank you very much indeed for everything you have done.

**Lynn Selby** - Lyn has been on the Council for 45 years with 9 years as Chairman. Everything was thrown upside down by lockdown and doing virtual meetings was a challenge particularly with the vagaries of IT. We are incredibly proud of the Council and Clerks Office during this period, we carried on and managed very well. Other Councils did not fare as well, but HPC carried on regardless. This was steered by Lyn, and I have the highest respect for how she coped. Thank you very much, we are indebted to her and I cannot stress my praise high enough, and look forward to the book she will be writing after 45 years.

Their encyclopedic knowledge of all aspects of the running of the Council and all the issues that we face has been of constant help to the incoming Chair and Vice chair as has their great spirit in dealing with it all in a level headed and matter of fact way. The Chair noted that he has only been a Councillor for 2 years and wasn't very well versed in IT and felt as if he had been thrown in at the deep end but that these three ladies made it seem all very easy. Our achievement at HPC is no small one as we are aware that some Councils virtually or literally ceased to function.

The Chair noted that when the weather is better and pandemic restrictions permit we will be holding a soiree for the departing Cllrs and for Caroline Carmichael our departing Clerk who he also thanked for stayed on to help the Council through this difficult time, to work on various other projects and to give extra training to the two new members of the Clerks Team. Stefan Christodoulou and Susie Barkess received heart felt thanks from the Chair for their hard work, patience and their understanding during this very difficult time.

The Chair then went on to thank: -

**The Lengthsmen** – The Lengthsmen continue to do a sterling job in the Village turning their hands to all manner of tasks. We are very lucky as we are the only Parish Council in Kent to have Lengthsmen and this facilitates the Council to undertake more tasks more cost effectively.

Special thanks were given to Jason and Malcolm. The last member of the team, Peter Beeken, is currently on sick leave and we thank him for his past contributions and wish him well.

**Stuart Ellesmere** – Our Community Warden, does tremendous work for our Village despite being under a lot of pressure and pulled in many directions by his role.

**PCSO John Boyd** - He is our link to Kent Police, he does a sterling job within the Village and surrounding areas and we thank him in playing his part in keeping our community safe.



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**Borough Councillor Martin Round** - Martin robustly defends our Village and works tirelessly in the Ward despite all the frustrations that arise. His passion for the Village and it's issues is evident for all to see.

**KCC Councillor Shellina Prendergast** – Shellina has been instrumental in several areas involving highways issues in and around the Village. Her empathy and support for matters affecting the community knows no bounds.

**Tim Thomas** – His wealth of knowledge and steadfast commitment to the Village is a tremendous asset to the community.

**6. (a) Appointments to planning, Open Spaces and Staffing committees and Working Groups.**

**Planning: -**

Clr Davies  
Clr Hammond  
Clr Mather  
Clr Pyman  
Clr Williams

**Open Spaces: -**

Clr Glanfield  
Clr Hammond  
Clr Mather  
Clr Thomas

**Staffing: -**

Chair of Full Council  
Vice Chair of Full Council  
Clr Mather

**(b) Appointments to other External Committees/Bodies.**

Emergency Plan –	Tim Thomas
HACC -	Clr Thorogood
Police Liaison -	Clr Davies Clr Glanfield Clr Thomas
Flood Wardens -	Tim Thomas Clr Mather

It was noted that support from other councillors would be enlisted as necessary.

**7. To resolve that the minutes of the Council Meeting held on Wednesday 14<sup>th</sup> April 2021 be taken as read, confirmed as a correct record and signed by the Chairman.**

These were approved and duly signed by the Chair.

**8. Matters arising from previous meeting: -**

**Incident at Martins Gardens, Lenham Road, Ulcombe:** - The previously agreed letter had not been actioned by the Chair as some time has passed it was agreed that it was now too late to send the letter and the matter would be closed.



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**Lenham Road Lack of Footpath from the Crest Nicholson Site** – a recent meeting involving residents, the developer and the Clerk has given a promise of delivery by the end of the summer.

**Section 106 payment** – The Clerk continues to pursue this with MBC. Several opportunities to utilize this money have arisen recently and a revised schedule of outstanding funds had been circulated to Councillors.

**Off Road Parking at Kings Road** – We are waiting for the signs from the developers buying department at which time they will be installed.

**Roberts Land** – The Clerk's Office have received a notice of items that require attention and the quotations for these items and is seeking a contribution from the Parish Council. The Clerk's Office is attempting to get a variation for the S106 funds that will allow the Council and the Developer to complete all works to the satisfaction of all parties.

**Headcorn Neighbourhood Plan** – A meeting has been arranged for the HNP Group for May 25<sup>th</sup> to agree the next steps.

**Speed survey on the High Street Headcorn** – The speed survey had been set up and started this month. Concludes on the 17<sup>th</sup> May. The detail will be reported to the Council at a later meeting.

**HPC Highways Improvement Plan** – KCC have undertaken site visits and we are currently awaiting results of the same.

**Planning and Enforcement Issues** – The group met with William Cornall on the 20<sup>th</sup> April. There was no immediate outcome but Mr Cornall agreed to take away our comments and thoughts to discuss with others and will come back to us in due course.

**Redhill Stables** – The advertisement for the sale of the land has caused outrage in the local community. MBC have apologised and repeated their commitment for the land to be used as a natural burial ground. Agent is to be appointed this week and the Clerk will follow up on progress with MBC.

**Hammerstream Paddock** – We are told that a planning application is anticipated but not yet submitted, the Clerk will monitor the situation.

**Emergency Road on to Kings Road** – This item is being dealt with alongside the item for Roberts lands access. See above for update.

**Headcorn Methodist Church** – MBC have requested additional information ahead of the community right to bid application, The Clerk has responded and we now await further news.

**The Meadows, Lenham Road** – We have received copied correspondence sent to Helen Whately, from a resident on Lenham Road that highlights the myriad of anti-social behaviour and illegal activity that their property is subjected to by the residents of the Meadows. The response received from the MP very positive and gives us hope that the concerns raised are now being considered at ministerial level. This matter will be followed up by the Clerk/Council. This is ongoing with the Clerk's Office monitoring.

**Email about the Government "Back to work" fund** – At the request of the Council the Clerk has written to MBC for advice and clarification.



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**Play equipment at Days Green** – The vandalised seesaw will be replaced with a seesaw agreed at the last meeting. A successful insurance claim has been made and the funds received equivalent to the repair cost of said seesaw. A S106 application has been submitted to MBC to secure the difference between the insurance claim and the purchase price. The item has been ordered and installation is awaited.

**Repairs to the Lych gate** - The Faculty application has been submitted and approval of the same is awaited in order to ask the agreed contractor to undertake the repair work. Clerk to monitor.

**Community Electricity Charging Points** – It was agreed at the last meeting that this matter would be held over to the new Council and Cllr Mather has expressed an interest in looking into this. The Clerk will pass all details to Cllr Mather.

**Double yellow lines on Moat Road** – After consideration by HPC this matter is now with Kent Highways for resolution.

**Headcorn Emergency Plan** – MBC confirmed that the existing community emergency plan is detailed and comprehensive it was noted that it has been captured on the latest template recommended by the Kent resilience Forum and no further action is required. However we will need to undertake a desk exercise and this will be added to agenda in coming months.

**Finance** - The internal Audit has been satisfactorily completed and the annual return will be presented at the June Full Council meeting.

### 9. Finance

#### (a) To review and agree the following: -

*i. Schedule of Online Payments for May 2021.*

Schedule of online payments (appendix A) was reviewed, approved and signed by the Chair.

*ii. Income for month ended April 2021.*

The income for the month was reviewed and approved.

*iii. Bank reconciliation for month ended April 2021.*

The Bank Reconciliation for the Month ending April was reviewed, approved and signed by the Chair.

*iv. Budget Analysis for the year 2021/22*

The Budget Analysis for the Year 2021/22 was reviewed, approved and signed by the Chair.

### 10.

#### (a) The Parish Council to re-adopt Standing Orders.

The current Standing Orders are based on the latest model standing orders published by KALC in 2018 with adaptations approved by Full Council in May 2019 there have



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been no further legislative changes. The Standing Orders were reviewed, approved and adopted.

**(b) The Parish Council to re-adopt Financial Regulations.**

The current Financial Regulations are based on the latest model financial regulations published by KALC in 2019 with adaptations approved by Full Council in Feb 2020 there have been no further legislative changes. The Financial Regulations were reviewed, approved and adopted.

**(c) To confirm and re-adopt the Kent Code of Conduct.**

Kent Code of Conduct remains unchanged and the Code was re-adopted.

**(d) To acknowledge calendar of Council and Committee meeting dates 2021/22.**

Calendar of Council and Committee meeting dates 2021/22 acknowledged.

**11. To appoint Parish Council representatives to the Days Green Board of Trustees.**

The Days Green Board of Trustees includes 5 members of the Board appointed by HPC. Each of those appointees has a 5 year tenure the tenure for Mr. Alan Port is expiring and the Council need to either re-appoint him or appoint a new member. Mr. Port confirmed that he was happy to re-stand as a member of the Board and the Parish Council re-appointed him to the same.

**12. To receive the minutes of the following committees for information and to raise any queries arising from them: -**

**Planning Committee – 26<sup>th</sup> April 2021**

There were no amendments or comments.

**13. Correspondence: - To receive and action as required.**

**Redhill Stables.** Correspondence received by a number of concerned residence following the advertisement of land known as Redhill Stables for sale by MBC. Their concerns have been noted by the Parish Council and would be raised with MBC at any future meeting to discuss the disposal of said land.

**Suspected illegal asbestos removal.** A gentleman informed us about suspected illegal asbestos removal in Grigg Lane. This was investigated by the Clerk's Office and found to be unfounded. Upon further contact with the contractor it was found that testing on the tiles had been carried out and they were found to be less than 3% asbestos. They proceeded to remove and dispose of the tiles in accordance with Health and safety legislation.

**Annual report from Borough Councillor Martin Round.** The Council received the Annual report from Martin. This was a comprehensive report on the issues he has been involved in this year and their related resolutions. He will continue to work on the unresolved issues.



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**Rural broadband connectivity.** The Council received a briefing from NALC on the Department for Culture, Media and Sports consultation/call on evidence on improving Broadband connectivity the consultation will be published by HPC noting the closing date of the 25<sup>th</sup> May.  
**Gypsy and Traveler planning concerns** – HPC has received a number of ministerial communications that would suggest that the inequalities in the planning system between the G & T and the settled community seen in the Ward of Headcorn are of great concern and will be reviewed at ministerial level. This process is being strongly supported by MP Helen Whatley, Councillor Round, Councilor Prendergast and the planning team at the LPA.  
**Kent Flood Action Group Forum.** – HPC have received a copy letter from KFAGF, sent in collaboration with the National Flood Action Forum, that highlights the scale and severity of flooding in the County of Kent with those at ministerial level. The letter is a request to meet with ministers to look at the challenges faced by the County of Kent.

**14. To receive inspection report for Days Green.**

The Days Green inspection report was received no action is required.

**15. To receive reports from any External Meetings attended by Councillors and agree any action required.**

**Crest Nicholson** – External meeting with Crest Nicholson as noted earlier in the minutes.

**16. Any other business.**

It is with great sadness that the Chair relayed the death of the pilot, Angus Buchanan, on Sunday the 16<sup>th</sup> May whilst flying his Stampe Biplane at Headcorn Aerodrome. The Council felt it right that letters of condolence be sent to the Buchanan family and to his flying colleagues at the Aerodrome.

**Parishioners Questions** (Meeting adjourned – minute book closed)

There being no other matters for discussion the meeting closed at 21.15 hrs.

Signed.....  ..... Date..... 9/6/20 .....

